

# Job Announcement: Controller 1 OR Controller 2



This is an excellent career opportunity with a progressive and innovative transit organization that offers an attractive starting salary, an excellent benefit package, and equal opportunity. Lane Transit District values diversity at all levels of its workforce — women and minority applicants, including members of the LGBTQ community, are encouraged to apply.

## **Job Summary:**

Depending on qualifications and experience, this position will be filled as either a Controller 1 or a Controller 2 and will report directly to the Director of Finance. The key distinction between the Controller 1 and the Controller 2 is the level of experience, independence and leadership responsibilities.

## **Controller 1**

Under **close** supervision, this position is responsible for directing the District's accounting function and related activities including oversight of the general ledger and subsidiary ledger work performed by junior staff; assisting with the District's budget & forecasting processes; applying the principles of accounting to analyze and report on financial information and perform variance analysis, predictive analytics, scenario modeling and associated narratives; providing accounting and audit process support and improvements; performing varied and complex technical accounting analysis; and assisting with strategic financial management.

Key responsibilities include: 1) GASB, GAAP & LTD accounting policy and process subject matter expert, 2) Ensuring that all accounting activities are conducted and reported in accordance with GAAP/GASB and LTD's policies and processes, 3) Generating the Comprehensive Annual Financial Report (CAFR), 4) Development of the annual budget and mid-year forecasts, 5) Applying the principles of accounting to analyze and report on financial information and perform variance analysis, predictive analytics, scenario modeling and associated narratives.

## **Controller 2**

At the senior level, this position performs all the duties listed above under **minimal** supervision and also plays a key role in mentoring, growing and training less experienced team members.

## **Essential Job Functions:**

### **Controller 1**

#### **Functions performed independently with minimal supervision:**

- GASB, GAAP and LTD accounting policy and process subject matter expert
- Manage the year-end closing process, including analysis of account balance changes and oversight of the preparation for the Comprehensive Annual Financial Report (CAFR) to a standard that obtains the Certificate of Achievement for Excellence in Financial Reporting from the GFOA.
- Ensure that accounting activities (journal entries, closing entries, internal controls, etc.) are conducted and reported in accordance with Generally Accepted accounting Principles (GAAP) and that LTD's financial reporting complies with GASB requirements and LTD policies and processes.
- Ensure compliance to financial reporting requirements of Federal and State agencies and the LTD Board of Directors.
- Act as primary liaison to external auditors and Federal and State agency auditors in the examination of LTD's financial records. Directs staff to ensure timely and accurate completion of: 1) schedules and PBC requests, 2) financial reporting, and 3) reconciliations.
- Ensure compliance with Oregon Budget Law. Manage process for mid-year forecast, annual budget & monthly reporting.

- Ensure that written accounting policies exist and are updated to provide for strong internal controls and safeguarding of LTD's assets, as well as, accurate and timely reporting of financial data.
- Reviews and analyzes agency accounting procedures & GL structure for conformance with laws, regulations and GAAP/GASB.
- Performs self-audits to ensure accounting policy/procedure compliance and general ledger propriety.
- Assists with the National Transit Database Reporting by providing required financial information.
- Reviews and approves all monthly reconciliations, monthly/quarterly/annual journal entries.
- Provide back-up for the Director of Finance.

**Functions performed in collaboration with and under close supervision by the director of finance:**

- Work closely with the Director of Finance to develop the District's mid-year forecast and annual budget process.
- Work closely with the Director of Finance on the year-end close and generating the CAFR.
- Under the direct supervision of the Director of Finance, provide senior management the analysis, scenario modeling, narratives and information needed to make operational, financial and strategic decisions. This analysis includes, but is not limited to account balance variance analysis, predictive analytics, payroll tax analysis, rolling forecasts and financial modeling for collective bargaining negotiations.
- Work with the Director of Finance to prepare and analyze monthly financial Board of Director reports. Works cross-organizationally to explain variances, identify trends and recommend actions.

**Controller 2**

As a Controller 2, the incumbent will perform all of the essential job functions listed above independently, with minimal supervision.

**Other Work Activities**

- **Establishing and Maintaining Interpersonal Relationships** — Developing constructive, cooperative, and collaborative working relationships with others, and maintaining them over time.
- **Organizing, Planning, and Prioritizing Work** — Developing specific goals and plans to prioritize, organize, and accomplish your work.
- **Evaluating Information to Determine Compliance with Standards** — Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- **Thinking Creatively** — Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions.
- **Improving Operations** — Identifying opportunities to improve operational efficiency, through revision of current systems and/or development of new systems.
- **Analyzing Data or Information** — Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.
- **Making Decisions and Solving Problems** — Analyzing information and evaluating results to choose the best solution and solve problems.
- **Developing and Building Teams** — Encouraging and building mutual trust, respect, and cooperation among team members.
- **Developing Objectives and Strategies** — Establishing long-range objectives and specifying the strategies and actions to achieve them.
- **Interpreting the Meaning of Information for Others** — Translating or explaining what information means and how it can be used.
- **Training and Teaching Others** — Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others.

**Knowledge, Skills and Abilities:**

**Knowledge**

- **Economics and Accounting** — Knowledge of economic and accounting principles and practices (GAAP and GASB), the financial markets, banking and the analysis and reporting of financial data.
- **Law and Government** — Knowledge of laws, government regulations (specifically GASB and GAAP), executive orders, agency rules, and the democratic political process.
- **Administration and Management** — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- **Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- **Clerical** — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.

**Skills**

- **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Complex Problem Solving** — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- **Systems Analysis** — Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- **Learning Strategies** — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Time Management** — Managing one's own time and the time of others.
- **Monitoring** — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- **Social Perceptiveness** — Being aware of others' reactions and understanding why they react as they do.
- **Coordination** — Adjusting actions in relation to others' actions.
- **Service Orientation** — Actively looking for ways to help people.
- **Persuasion** — Persuading others to change their minds or behavior.

**Abilities**

- **Mathematical Reasoning** — The ability to choose the right mathematical methods or formulas to solve a problem.
- **Number Facility** — The ability to add, subtract, multiply, or divide quickly and correctly.
- **Originality** — The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.
- **Category Flexibility** — The ability to generate or use different sets of rules for combining or grouping things in different ways.
- **Flexibility of Closure** — The ability to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.
- **Information Ordering** — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

- **Deductive Reasoning** — The ability to apply general rules to specific problems to produce answers that make sense.
- **Inductive Reasoning** — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- **Problem Sensitivity** — The ability to tell when something is wrong or is likely to go wrong.
- **Selective Attention** — The ability to concentrate on a task over a period of time without being distracted.
- **Written and Oral Comprehension** — The ability to read, listen, and understand information and ideas presented in writing and through spoken words.
- **Written and Oral Expression** — The ability to communicate information and ideas in writing and speech so others will understand.
- **Speech Clarity** — The ability to speak clearly so others can understand you.
- **Near Vision** — The ability to see details at close range (within a few feet of the observer).

**Qualifications:**

Any equivalent combination of education and experience which provides the knowledge, skills, and abilities required to perform the job are acceptable, which typically include:

**Minimum Requirements:**

- A bachelor's degree with specialization in accounting from a recognized college or university.
- A minimum of five (5) years of experience in public or private sector accounting or finance.
- Intermediate Microsoft Excel skills.
- Experience as a finance/accounting professional.
- Knowledge of government fund reporting and accounting rules & regulations (GASB, GAAP).
- Experience in problem solving, analysis, scenario modeling, reporting, forecasting, and leading cross-organizational projects.
- Experience developing and improving processes and systems.

**Additional Qualifications Preferred:**

- CPA or CPFO certification.
- A master's or advanced degree.
- Advanced Microsoft Excel skills.
- Strong problem solving, analysis, modeling and reporting skills.
- Knowledge of FTA and ODOT guidelines for grants accounting and reimbursements.
- Tyler Eden ERP system expertise.
- A valid Oregon driver's license and a driving record acceptable to the District's insurance carrier.

**Compensation and Work Schedule:**

This position is a full-time, exempt position, eligible for the regular administrative benefits package. The pay range is between \$60,524 and \$98,856 annually, depending on experience. The work schedule for this position is generally Monday through Friday, with additional hours and flexibility needed occasionally depending on business needs.

**How to apply:**

Visit our website: <http://ltdjobs.applicantpool.com/jobs/>. Submit your resume and complete the required application and assessments. This position will remain open until filled with first review of applications beginning on Monday, January 27, 2019. For additional information call (541) 682-6100.

**The Lane Transit District is an Affirmative Action/ Equal Employment Opportunity Employer.**